



PRESCOTT BIA BOARD OF MANAGEMENT

MINUTES

December 8, 2020 | 6:00 p.m.

Remote meeting

Present: Karen Martin, Kevin Bunce, Matthew Armstrong, Tracey Young, Teresa Jansman, Ben Quenneville, Pearl Visser, Dana Valentyne, Brett Todd

1. **Call to Order:** Kevin called meeting to order at 6:04 PM
2. **Approval of the Agenda:** Motioned by Pearl, seconded by Tracey. Carried
3. **Declarations of Interest:** None
4. **Delegations/Presentations:** None
5. **Minutes of the Previous Meeting:** Motion to approve by Pearl, seconded by Ben. Carried
6. **Agenda Items:**
 - 6.1 **Update on Digital Transformation Grants** : Tracey, Dana & Justin attended meeting, Application deadline has been extended to December 15. 500 projects left that they can fund. Prescott had 18 businesses apply for the Grant and 16 approved to date. In total Justin has engaged 48 Prescott businesses in various aspects of the program. 4 in Augusta, 10 in Edwardsburgh Cardinal. The next few months will be spent assisting businesses in implementing some of the digital grant funding they have received as well as helping them navigate some of the other aspects of the program. The Town itself has approved their own grant program to offset the few businesses that were deemed ineligible because of some very strict guidelines. Potentially 3 to 4 businesses will be taking advantage of this program. Feedback and testimonials have been very positive.
 - 6.2 **2021 Budget planning:** Matthew suggested we set our January BIA meeting as a planning meeting for 2021 Suggested we set some goals: Do we want a coordinator, if so what does that look like, What projects do we want to

undertake, Associate memberships etc. and then at the end of the meeting we should have an idea of where we want to go in 2021 and how we want to set our budget. Discussion ensued around coordinator position/office space/partnering with Town.

- 6.3 Pearl motioned to request in camera discussion. Seconded by Karen. Carried. Pearl motioned to go back in session, seconded by Tracey. Carried.** Once back in session the following motion was read “The Bia Board of Management directed the Chair Kevin Bunce to offer a position on the BIA Board to Kate Martell subject to approval of council. “

7. **Financial Report:** one change from previous report, paid an invoice for furnishings for \$2687, to date we have spent \$8674 and can anticipate another \$14,360 for the benches. This leaves \$5900 left in the account.
8. **Staff:** Benches have arrived, but as they were late in November have been stored until Spring before putting out.
9. **New Business:** Discussion around Christmas and whether the Town is doing anything amidst the pandemic. Discussed Prescott proud dollar campaign and how we can incorporate into Christmas. **Pearl made motion to go in camera, seconded by Tracey. Carried. Pearl motioned to go back in session seconded by Tracey. Carried.** Once back in session Kevin declared information was given to BIA in regard to some identifiable individuals, no motion came from in camera session. Returned to Christmas discussion. Town will be giving out goodie bags to households who sign up. **Pearl motioned the BIA contribute a maximum of \$5 Prescott Proud Dollars per goodie bag. Seconded by Tracey. Carried.**

Town is installing a Shop local sign with QR codes at clock tower. **Pearl made motion the BIA sponsor a shop local sign to match the one at the clock tower and installing it at Prescott Centre Drive. Seconded by Tracey. Carried.**

10. **Adjournment:** Karen motioned to adjourn. Seconded by Ben Carried.